

CITY OF MINNEAPOLIS

GRANT ASSESSMENT WORKSHEET

FALL 2012 BROWNFIELD GRANT ROUND

City Pre-Application Deadline: September 6, 2012
Grantors' Final Application Deadline: November 1, 2012

Contents:

- Part One: **Project Fact Sheet** (to be completed by developer)
Part Two: **Grant Readiness** (to be completed by developer)
Part Three: **Policy Alignment** (to be completed by City staff)
Part Four: **Developer Experience** (to be completed by developer)

Questions? Contact:

Kevin Carroll
Principal Project Coordinator, Business Development
Community Planning and Economic Development
City of Minneapolis
105 Fifth Avenue South, Suite 200
Minneapolis, MN 55401
651-983-6384 (cell)
612- 673-5113 (fax)
Kevin.carroll@minneapolismn.gov

PART ONE: PROJECT FACT SHEET (to be completed by developer)

Current Project Name	
Street Addresses of all Parcels Located Within Project Area	
Primarily Affected Minneapolis Neighborhood Group	
Current Property Owner(s)	
Developer	Name: Address:
Primary Contact Person For Developer	Name: Work Phone: Mobile Phone: Email Address:
Environmental Consultant	Company: Primary Contact Person: Work Phone: Mobile Phone: Email Address:
Grant/Development Consultant	Company: Primary Contact Person: Work Phone: Mobile Phone: Email Address:
Project Description (50 word maximum length)	
Projected # of new dwelling units to be constructed	
Projected # of existing dwelling units to be rehabbed	
# and % of new dwelling units affordable at or below 60% AMI	
Projected sq. ft. of new comm./industrial space to be constructed	
Projected sq. ft. of new comm./industrial space to be rehabbed	
Projected # of construction jobs (FTEs) related to project	
Projected # of new permanent jobs created (FTEs)	
Projected # of existing jobs retained (FTEs)	
Projected # of jobs displaced by project	
Total development cost [TDC]	\$ _____, which includes land costs of \$ _____
Private investment portion of TDC (\$)	
Public Investment portion of TDC (\$)	

PART TWO: GRANT READINESS (to be completed by developer)

Readiness Criteria		Required Documentation (to be provided by developer)	Points Available	Points Awarded
A	SITE CONTROL (0-5 points)			
1	No legally enforceable interest in subject property. NOTE: A legally enforceable interest in the subject property is a prerequisite for further review/consideration by City staff, the City Council and the brownfield grantors, so STOP HERE if no such interest has yet been obtained.			
2	Fully-executed purchase agreement, no specific closing date	Copy of Purchase Agreement	1	
3	Fully-executed purchase agreement, closing date in 181+ days	Copy of Purchase Agreement	2	
4	Fully-executed purchase agreement, closing date within 180 days	Copy of Purchase Agreement	3	
5	Full site control achieved	Copy of recorded deed or property tax statement	5	
B	PROJECT FINANCING (0 to 5 points)			
1	No evidence of attempts to secure construction financing	NA	0	
2	Viable construction financing options identified	Letters of interest from prospective lenders	3	
3	Construction financing secured	Confirmation letter/email from lender	5	
C	LOCAL SUPPORT – CITY COUNCIL (0 to 10 points)			
1	No prior City Council action(s) regarding project; no contact(s) with Council member <i>from affected ward</i>	NA	0	
2	No prior City Council action(s) regarding project; meeting with Council member currently scheduled	Confirmation email from Council staff (must include date and time of meeting)	1	
3	No prior City Council action(s) regarding project; meeting with Council member completed	Confirmation email from Council staff (must include date and time of meeting)	2	
4	Prior City Council action(s) in support of project (181+ days ago)	Link to agenda (from City web site)	5	
5	Prior City Council action(s) in support of project (w/in 180 days)	Link to agenda (from City web site)	10	
D	LOCAL SUPPORT – NEIGHBORHOOD (0 to 5 points)			
1	No contact(s) with <i>primarily affected</i> neighborhood group	NA	0	
2	Meeting with neighborhood group currently scheduled	Confirmation email from neighborhood	1	
3	Meeting with neighborhood group completed; no formal action by group	Email/letter from neighborhood or minutes of meeting	2	
4	Meeting with neighborhood group completed; conditional support by group	Email/letter from neighborhood or minutes of meeting	3	
5	Meeting with neighborhood group completed; unconditional support by group	Email/letter from neighborhood or minutes of meeting	5	
E	SITE PREPARATION (0 to 5 points)			
1	Demolition required but not yet initiated	NA	0	
2	Demolition initiated but not yet completed	Copy of demolition permit	3	
3	Demolition completed or not required or temporarily disadvantageous for financial reasons (e.g., qualifying for TIF financing or grant reimbursement)	Copy of demo inspection report or (if demo not required) confirmation email from developer or (if financially disadvantageous) explanatory email from developer	5	
F	PROJECT TIMETABLE (0 to 4 points)			
1	No timetable provided	NA	0	
2	Timetable envisions commencement of investigation or remediation more than 1 year from now	Timetable provided by owner/developer	1	
3	Timetable realistically envisions commencement of investigation or remediation between 181 days and 1 year from now	Timetable provided by owner/developer	2	
4	Timetable realistically envisions commencement of investigation or remediation in 180 days or less	Timetable provided by owner/developer	4	
G	REQUIRED CITY APPROVALS (0 to 10 points)	Confirmation letter/email from Planning staff	10	
	Possible Requirements:	Insert below: “NA,” “Pending,” or Date Completed/Obtained		
1	Land use application(s) submitted – rezoning, site plan, variances, conditional use permits, etc.			
2	City Planning Commission approval(s) obtained			
3	Zoning and Planning Committee approval(s) obtained			
4	City Council approval(s) obtained			
5	Historic preservation review initiated			
6	All required historic preservation approvals secured			
7	Preliminary Design Review [PDR] process initiated			
8	All required PDR approvals granted			
H	RESPONSE ACTION PLAN [RAP]; HAZARDOUS MATERIALS SURVEY (0 to 6 points)			
1	RAP required; no contact(s) with MPCA staff	NA	0	
2	RAP required; RAP preparation currently in progress	Confirmation email from consultant	1	
3	RAP completed and submitted to MPCA	Copy of transmittal letter to MPCA	2	
4	RAP approved by MPCA or no RAP required	Approval letter	3	
5	Hazardous materials survey(s) required but not yet initiated	NA	0	
6	Hazardous materials survey(s) currently in progress	Confirmation email from consultant	1	
7	Hazardous materials survey(s) completed or no survey required	Copy of completed survey	3	
[Space reserved for Part Two scoring summary by City staff]			50 maximum	

PART THREE: POLICY ALIGNMENT

(to be completed by City planning staff; 50 points maximum)

BROAD CITY POLICY OBJECTIVES			
Population		Yes	No
1	Does the proposal demonstrate that, if built, the project will contribute to an overall gain in the City's population?		
Employment		Yes	No
2	Does the proposal demonstrate that, if built, the project will contribute to an overall increase in the number of jobs within the City of Minneapolis?		
Property Value/Tax Base		Yes	No
3	Does the proposal demonstrate that, if built, the project will contribute to an overall growth in the City's tax base for the specific properties in question?		
4	Does the proposal demonstrate that, if built, the project will have a transformative or catalytic effect (i.e. spin-off benefits) that will contribute in a positive and definitive way to the overall growth in the City's tax base for the areas surrounding the specific properties in question?		
Other Characteristics		Yes	No
5	<p>Does the proposal demonstrate that, if built, the project contains enough other outstanding characteristics (derived from the further policy alignment assessment, below) that CPED can be very clear that the project will make a positive contribution to the City overall?</p> <p><i>Note: This fourth category should be used for those projects where, because of their particular nature or some other outstanding characteristics, the project may be highly valuable to the city even if it will not specifically increase population, employment, or tax base. (Examples include grants for parks and open space, restoration or rehabilitation of historic properties, public art, and environmental sustainability projects.)</i></p>		
[Space reserved for scoring summary by City staff]			
SPECIFIC CITY POLICY OBJECTIVES			
<p>City staff will also review the proposed development for alignment with policy priorities articulated in the City's Comprehensive Plan, including priorities and objectives related to land use, transportation, housing, economic development, public services and facilities, environment, open space and parks, heritage preservation, arts and culture, and urban design. Specifically, staff will evaluate proposals for policy alignment with objectives for land use features including Growth Centers and Commercial Corridors, for consistency with zoning regulations, for prioritizing transit-supportive development, land use intensity, and establishing connections between jobs and affordable housing.</p>			
[Space reserved for scoring summary by City staff]			

PART FOUR: DEVELOPER EXPERIENCE
(to be completed by developer; 25 points maximum)

Please provide the following information regarding the most recent development projects in which your company was involved:

Project Name	Primary Street Address	Total Development Cost (excluding land value)	Construction Start and End Dates	Principal Development Team Members (from your company)

[Space reserved for **Part Four** scoring analysis by City staff]